

Colorado GEAR UP

Gaining Early Awareness and Readiness for Undergraduate Programs

GEAR UP

Colorado GEAR UP is a federal grant that is funded by the U.S. Department of Education and is managed by the Department of Higher Education on behalf of the Governor's Office. Colorado GEAR UP is a pre-collegiate service program that helps prepare low-income and first generation students to meet the high expectations for high school graduation and college admission. Students who successfully fulfill program participation expectations and meet the scholarship criteria may be eligible to apply for the GEAR UP scholarship. For more information about our program, please visit www.coloradogearup.org.

Position Location

Downtown Denver

Position Description

Director of College Pathways: The Director of College Pathways will provide dual enrollment opportunities under the guidelines, policies, and mission of Colorado GEAR UP. The Director of College Pathways will be responsible for designing, developing, and implementing dual enrollment services for GEAR UP high school students in collaboration with school districts and higher education institutions.

Responsibilities

- Develop sustainable partnerships with institutions of higher education
- Coordinate dual enrollment opportunities with the GEAR UP high schools, school districts and institutions of higher education
- When necessary, negotiate tuition, fees and book cost
- Know articulation pathways and guaranteed transfer courses
- Arrange and organize assessments for course entry
- Train the Pre-Collegiate Advisors on assessment scoring and reporting
- Manage assessment scores in the data base
- Train the GEAR UP Pre-Collegiate Advisors on the dual enrollment process
- Oversee dual enrollment registration, enrollment, and course progress
- Assist the GEAR UP high schools and institutions of higher education in hiring instructors
- Develop and facilitate a GEAR UP orientation for new instructors
- Monitor college course delivery and implementation
- Arrange and monitor tutoring and/or other support for college courses
- Arrange transportation for courses offered outside of the high schools
- Develop a system for book purchasing
- Manage the dual enrollment finances with the Budget Director
- Monitor and guide student college/career pathways statewide
- Collect, analyze and generate a grade analysis each semester
- Manage grade and credit records in the data base system
- Arrange and organize college visits and shadow opportunities
- Arrange summer bridge programs with institutions of higher education
- Other duties as assigned
- Reports to the Executive Director

Minimum Qualifications:

- 2 years of experience in the field or related area

- Undergraduate degree in education or related field
- An understanding of the college admission process, financial aid and college pathways
- Strong interpersonal, organizational, presentation and communication skills
- Team player and the capability to work independently
- Experience with Microsoft office including Word, Excel, and PowerPoint
- Some travel required

Preferred Qualifications:

- 2 years experience in a high school or college setting with a pre-collegiate and 1st generation emphasis
- Masters degree in education or related field

Salary:

Commensurate with experience

Interested applicants are asked to email a resume to scott.mendelsberg@dhe.state.co.us